

D/FBIS Chron

## CONFIDENTIAL

FBIS-1420/85

9 May 1985

MEMORANDUM FOR: Chief, Position Management and Compensation  
Division, OP/DDA

ATTENTION: Chief, DS&T Branch, PMCD

THROUGH: Director, Foreign Broadcast Information Service

FROM:  25X1  
Chief, Personnel and Training Branch, FBIS

SUBJECT: Deletion of Incumbency Allocation Against Position  
DJ-031 Chief, Administrative Staff and Upgrade of  
Position DJ-032, Deputy Chief, Administrative Staff

REFERENCE: Position Management Survey Report, dtd Jan 85

1. Effective 1 May 1985 the Budget and Finance Branch of FBIS will become a part of the FBIS Administrative Staff. The grade call in the Position Management Survey is a GS-14, IA-1 primarily because the responsibility of the Budget and Finance Branch was assigned to another staff in FBIS. It is therefore requested that position DJ-031 be established in the FBIS Staffing Complement as a GS-15 position without the incumbency allocation.

2. As a result of the above action it is further requested that position DJ-032, Deputy Chief, Administrative Staff be established as a GS-14 position on the FBIS Staffing Complement. The Deputy Chief is responsible for the day-to-day operations of the Admin Staff, and his area of management responsibility has now been expanded considerably. The Budget and Finance Branch is unique, to say the least, in that it not only provides normal finance support but, in addition, supports the Foreign National Program.

FOR THE DIRECTOR, FBIS:

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SUBJECT: Deletion of Incumbency Allocation Against Position DJ-031  
Chief, Administrative Staff and Upgrade of Position DJ-032,  
Deputy Chief, Administrative Staff

DDS&T/FBIS/Admin/Pers  3 May 1985)

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